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BY ORDER OF THE COMMANDER, PACIFIC AIR FORCES
PACAF DIRECTORY 90-205
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Command Policy
*CHAPLAIN SERVICE UNIT COMPLIANCE INSPECTION
OPR: HQ PACAF/HCX (Col Charles H. Locklin)
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This Mission Performance Standards implements AFD 90-2, *Inspector General - The Inspection System*. It applies to all Wing Chaplain activities. This directory lists compliance items that support guidance in the following: Law, executive order, higher headquarters publications (DOD, JCS, FAA, AFI, AFMAN, etc) and MAJCOM publications. This mission performance supports guidance in the following: AFD 52-1, AFI 52-101, AFI 52-103, AFI 10-404, AFI 31-209, AFI 34-701, AFD 36-22, AFI 36-2201, AFI 37-132, AFI 64-117, AFI 65-601, AFI 90-201, DODI 1402.5, DODD 5000.7, IRS Code, 17 USC. Send comments and suggested improvements to this directorate on AF Form 847, Recommendation for Change of Publication, through channels, to HQ PACAF/HC, 25 E St Ste G103, Hickam AFB, HI 96853-5419.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use these directories in conjunction with Unit Self-Inspection. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. HQ PACAF/HC may use this directory in whole or in part during visits or exercises. Users may add any item(s) which, in the exercise of good judgment, requires examination. This directory does not apply to Air National Guard (ANG) units and to the US Air Force Reserve units and members. Mandatory inspection items are indicated with a (#).

SUMMARY OF REVISIONS

This revision reflects current terminology and acronym changes in AFI 52-101 and AFI 64-117 to PACAFDIR 90-205. New or revised material is indicated by an (*).

1. *Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

JOSEPH F. McCAHON, Colonel, USAF
Command Chaplain

1 Attachment
Chaplain Service Mission Performance Checklist

Attachment 1
CHAPLAIN SERVICE MISSION PERFORMANCE CHECKLIST

A1.1. CHAPLAIN SERVICE STANDARDS

A1.1.1. Worship (AFPD 52-1, para 1.3)

A1.1.1.1. Do chaplains meet the religious needs of their community by providing:

A1.1.1.1.1. Religious ministries of worship?

A1.1.1.1.1.1. Is there a Sunday morning Protestant worship service that addresses as many of the Protestant communities shared faith commitments as possible? (AFI 52-101, para 1.8.3)

A1.1.1.1.1.2. Does the worship schedule reflect that major faith group services have priority over denominational services? (AFI 52-101, para 1.8.2)

A1.1.1.1.1.3. Are all major faith group worship services to include Jewish, Protestant (general, gospel, liturgical, etc) Orthodox, and Roman Catholic conducted by Air Force or auxiliary chaplains? (AFI 52-101, para 1.8)

A1.1.1.1.1.4. If a Rabbi is not available and Jewish worship services are conducted, are they conducted by a trained and certified Jewish lay leader? (AFI 52-101, para 1.8)

A1.1.1.1.1.5. Do chaplains determine the religious needs of the Air Force community? (AFPD 52-1, para 1.3)

A1.1.1.1.1.6. If there is a documented need for a denominational or faith group worship service, are written authorizations for the person conducting the service on file with the Wing Chaplain and are the authorizations reviewed annually? (AFI 52-101, para 1.8.1)

A1.1.1.1.1.7. Does an Air Force chaplain supervise all resource personnel? (AFI 52-101, para 1.12)

A1.1.1.1.2. Religious education?

A1.1.1.1.2.1. Does the Wing Chaplain ensure that religious literature is available? (AFI 52-101, para 1.9)

A1.1.1.1.2.2. Does the Wing Chaplain ensure the use of Religious Curriculum and literature that does not solicit, proselytize, or malign any religious group? (AFI 52-101, para 1.9)

A1.1.1.1.3. Is your visitation program comprehensive to all work, recreation, residential, hospital, and confinement facilities? (AFPD 52-1, para 1.3)

A1.1.1.1.4. Is the chaplain part of the death notification team? (AFI 52-101, para 1.6)

A1.1.1.1.5. Does the Wing Chaplain identify holy days and major faith group requirements and advise commanders accordingly? (AFI 52-101, para 1.11)

A1.1.1.1.6. Are the guidelines related to Criminal History Background Checks for contractor personnel providing childcare, serving as Religious Education Coordinators, and Youth Leaders being implemented? (DODI 1402.5)

A1.1.1.1.7. Are provisions made for childcare that protect our children and the chapel? (AFI 34-701)

A1.1.2. Leadership And Management

A1.1.2.1. Recognition

A1.1.2.1.1. Are personnel recognized for achievements/accomplishments and is it documented?

A1.1.2.2. Strategic Plan

A1.1.2.2.1. Has the chapel staff developed a plan that reflects the Wing/MAJCOM Strategic Plan?

A1.1.2.3. Is the Wing Chaplain's leadership and personal involvement setting the direction of the chapel's ministry?

A1.1.2.4. Are copyright laws followed for music, quotes, movies, or any other public dissemination of media? (17 USC, sec 102, 106, 501)

A1.1.2.5. Are required items maintained in the Chapel Continuity File? (HQ PACAF/ HC Policy Letter)

A1.1.2.6. Is the chapel participating in the installations recycling program? (AFI 90-201, para A6.1.1)

A1.1.2.7. Are official and unofficial rosters maintained, disposed of, and procedures in place that ensure they are only used for their intended purpose? (AFI 37-132, para 7.1. and 7.3)

A1.1.3. Training

A1.1.3.1. Has a training program been established and documented in individual training folders for all chapel staff (including attached IMAs)? (AFI 36-2201, para 4.11)

A1.1.3.2. Is the Career Field Education and Training Plan (CFETP) the primary tool to develop, conduct, and document personnel training activities? (AFPD 36-22 para 1.4.1, AFI 36-2201, para 4.11.1.1)

A1.1.3.3. Are anti-robbery procedures reviewed? (AFI 31-209, para 8.2)

A1.2. (#) READINESS

A1.2.1. Are all Chaplain Service personnel, to include individual mobilization augmentees (IMAs), trained and equipped for disaster response, humanitarian, and wartime missions? (AFI 52-101, para 2.4.6; AFI 52-103, para 2.12.3)

A1.2.2. Has the Wing Chaplain established a readiness structure to meet all training, equipment, and command and control requirements for unit chaplain function personnel to support peacetime, contingency, and wartime requirements. (AFI 52-103, para 2.12.1)

A1.2.3. Is the contingency support plan developed and coordinated? (AFI 52-101, para 2.4.4)

A1.2.4. Are chapel contingency support plans being exercised at least once annually to validate requirements and assess the feasibility of the plan? (AFI 52-103, para 5.5.1)

A1.2.5. Do all base-level planning documents include current chaplain requirements? (AFI 52-101, para 2.4.3)

A1.2.6. Is the chaplain portion of the Base Support Plan reviewed annually? (AFI 10-404, para 4.2)

A1.2.7. Does the Wing Chaplain ensure chaplain support is provided to deploying personnel and base personnel during contingency, wartime, exercise, and emergency operations? (AFI 52-103, para 2.12.2)

A1.2.8. Are Lightweight Chaplain Combat Kits (LCCK) maintained in a mission ready status and is an inventory of the kits conducted at least annually? (AFI 52-103, para 2.13.7)

A1.3. (#) RESOURCES

A1.3.1. Chaplain Service Funds

A1.3.1.1. Is AF Form 1423, Certificate of Attendance and Offerings, used if monetary offerings collected at any function are not deposited in the installation chaplain fund? (AFI 52-101, para 1.12.4)

A1.3.1.2. Is QuickbooksTM being used as the official Chaplain Service funds accounting system? (AFI 52-101, para 4.3)

A1.3.1.3. Have the Wing Chaplain/NCOIC established internal controls for their Chaplain Service fund? (AFI 52-101, para 4.6.1)

A1.3.1.4. Does the Wing Chaplain execute an annual Chaplain Service fund review and a local audit of Chaplain Service fund transactions by a qualified disinterested third party? (AFI 52-101, para 4.6.1)

A1.3.1.5. Are the results of the review and audit documented and maintained in the Chaplain Service fund accounting records? (AFI 52-101, para 4.6.1)

A1.3.1.6. Has the Wing Chaplain formed multi-faith advisory groups comprised of a majority of active-duty members to support oversight and random auditing of established internal controls? (AFI 52-101, para 4.6.2)

A1.3.1.7. Have all Chaplain Service fund non-personal contracts been reviewed and approved in advance by Base Contracting and the Staff Judge Advocate? (AFI 52-101, para 4.8)

- A1.3.1.7.1. Are Chaplain Service fund contracts not initiated for personal services or the performance of duties provided within AFMS 105a man-hour/month allocation thresholds? (AFI 52-101, para 4.8)
- A1.3.1.8. Has the Wing Chaplain ensured that multiple persons are responsible for Chaplain Service fund budgeting and accounting processes, and that no one person has complete control of the fund? (AFI 52-101, para 4.9.1)
- A1.3.1.9. Has the Wing Chaplain appointed an active-duty Chaplain Service Custodian and a bookkeeper, ensuring that they are not the same person? (AFI 52-101, para 4.9.2)
- A1.3.1.10. Does the Wing Chaplain ensure that insurance claims for lost, stolen, damaged or destroyed Chaplain Service fund assets are properly processed? (AFI 52-101, para 4.9.4)
- A1.3.1.11. Does the NCOIC perform and document a monthly inspection of all fund activities? (AFI 52-101, para 4.10.1)
- A1.3.1.12. Does the Fund Custodian reconcile all financial accounts upon receiving the bank statement? (AFI 52-101, para 4.11.1)
- A1.3.1.13. Is the fund Custodian one of two signers for all checks? Is the cosigner someone other than the Wing Chaplain/NCOIC? (AFI 52-101, para 4.11.2)
- A1.3.1.14. Are all actions by the fund Custodian authorized by an approved annual budget and the Wing Chaplain? (AFI 52-101, para 4.11.4)
- A1.3.1.15. Does the Custodian perform an annual inventory of fund-owned property in September? (AFI 52-101, para 4.11.5)
- A1.3.1.16. Has the Custodian set up an equipment account by labeling and recording fund-owned items valued at \$750.00 or more? (AFI 52-101, para 4.11.7)
- A1.3.1.17. Does the Custodian properly dispose of Chaplain Service fund equipment and maintain documentation of all transactions? (AFI 52-101, para 4.11.8)
- A1.3.1.18. Does the Custodian use only insured bank accounts and monitor them closely to ensure they do not exceed insurable limits? (AFI 52-101, para 4.11.9)
- A1.3.1.19. Are petty cash funds used only when essentially required to meet local conditions? (AFI 52-101, para 4.11.3)
- A1.3.1.20. Does the Custodian ensure that Chaplain Service funds are not transferred to appropriated or Morale, Welfare and Recreation Services (MWRS) nonappropriated funds? (AFI 52-101, para 4.11.10)
- A1.3.1.21. Does the Custodian ensure that Chaplain Service funds are not used for temporary duty (TDY) or permissive temporary duty? (AFI 52-101, para 4.11.11)
- A1.3.1.22. Does the Wing Chaplain ensure that blessed items are not purchased through appropriated channels? (HQ PACAF/HC Policy Letter)
- A1.3.1.23. Is a Chaplain Fund Continuity File maintained, and does it include the information required in HQ PACAF/HC Policy Letter? (HQ PACAF/HC Policy Letter)
- A1.3.1.24. Are Federal Identification Number Assignment, state and local information and copies of latest TD Forms 1096 and 1099 available? (HQ PACAF/HC Policy Letter)
- A1.3.1.25. Are payments of honoraria/contract services in cumulative amounts of over \$600.00 to an individual recorded with the Internal Revenue Service via Treasury Department, TD forms 1096 and 1099? (HQ PACAF/HC Policy Letter)
- A1.3.1.26. Are provisions of section 501(c) (3) of the Internal Revenue Code (Charitable Contributions--Substantiation and Disclosure Requirements) being followed? (IRS Code, Section 501 (c) (3))
- A1.3.1.27. Is an operating instruction (OI) written regarding management and internal controls of the chaplain fund, and are the procedures outlined in the OI being followed? (AFI 52-101, para 4.6.1)
- A1.3.1.28. Do you use single key pouches and does the bank hold the key? (HQ PACAF/HC Policy Letter)

A1.3.1.29. Are controls in place for the Chaplain Fund Government Purchase cards? (GSA contract, GS-23F-94031) and (AFI 64-117)

A1.3.1.30. Is AF Form 439 posted near the funds counting area? (AFI 31-209, para 8.2)

A1.3.2. Appropriated Funds

A1.3.2.1. Are controls in place for the appropriated fund Government Purchase cards? (DODD 5000.7) and (AFI 64-117)

A1.3.2.2. Are contracts monitored and tracked to ensure timely payment of contractors?

A1.3.2.3. Are all computers and software inventoried?

A1.4. CHAPLAIN SERVICE FACILITIES

A1.4.1. Has the commander provided facilities that adequately accommodate the religious practices of assigned personnel and family members? (AFPD 52-1, para 1.7.3)

A1.4.2. Are non-religious activities prohibited in the sanctuary, chancel, or nave of the chapel? (AFI 52-101, para 3.4)

A1.4.3. Is there a Blessed Sacrament Chapel at each installation? (AFI 52-101, para 3.5)

A1.4.4. Is there suitable office space for the chaplain to conduct privileged communication? (AFI 52-101, para 3.6)

A1.4.5. Do chapel activities have priority over other base activities in religious facilities? (AFI 52-101, para 3.8)